Name

Room

**Business Letter Prep**

Think of a game or toy that you really enjoy playing (video game, board game, a bike, rubber band bracelets, etc.). You will be typing a business letter that will be mailed to the company that makes that game or toy.

Choose from the following:

1. Tell the company what game or product you like and why you enjoy it. Explain to the company what you think is so great about the game. Give SPECIFIC examples!
2. Tell the company about a game or product you didn’t think was that great and disappointed you once you started using it. Explain what you think made the game not that good. Give SPECIFIC examples! Then explain how you think it could be better.
3. Tell the company an idea you have for a new game or product. Explain how it will work and why your idea is a good one.

Now for the Research!

1. Which of the options above are you going to choose, #1, #2 or #3?
2. What is the game or toy you are going to write about?
3. What’s so great about this game? What is disappointing about this game? Or what is your idea for a new game? List specific examples.
4. If the game has been disappointing to you, give at least one good solution for improving it.
5. Go to Google and type in the name of the game or toy. Find out the Name and address of the company that makes that item. This may take some time searching. Be patient!
6. If you chose option #3 and are writing about an idea you have for a new game or product then find the company that makes another item similar to your idea.

Your Street Address

Your City, State Zip

Date

First and Last Name of the Person you are writing to

Their Street Address

Their City, State, Zip

Dear Mr. or Ms. Full Name,

In the first paragraph introduce yourself. Give your full name and explain that you are a student and what school you go to. Explain your reason for writing!

In paragraph two state your opinion or feelings about the game or toy you are writing about. You must sound professional or else they will not want to finish reading your letter. This is where you have to explain why you feel the way you do and give SPECIFIC examples to support how you feel. (If you are writing about a game you do not like give solutions for what can make it better. DON’T JUST COMPLAIN!).

In the final paragraph thank the person for taking the time to read your letter. Remind them where they can contact you if they want.

Sincerely,

Your First and Last Name